

Department of Social Services Division of Licensing Programs STANDARD OPERATING PROCEDURE	TITLE: ADMINISTRATIVE BULLETINS	PROCEDURE NUMBER SOP-002
		EFFECTIVE DATE: May 20, 2005
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002-1.0 PURPOSE

To establish a system for communicating timely information or changes in administrative procedures to Division of Licensing Programs (DOLP) personnel.

002-2.0 SCOPE

This standard operating procedure applies to changes in *procedures* within the Division that may apply to central or licensing office staff and need to be implemented prior to the development or revision of a standard operating procedure.

002-3.0 DEFINITIONS

Administrative bulletins – Brief communications from the division director that convey timely information and indicate immediate changes in procedures pending the development or revision of a standard operating procedure.

002-4.0 PROCEDURES

002-4.1 Standard Administrative Bulletin Format:

1. Administrative bulletins shall be prepared as needed in the format set forth in Attachment A.
2. Administrative bulletins shall be effective upon issuance or as stated therein.
3. The division director shall assign a number for each administrative bulletin.

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002-4.2 Developing Administrative Bulletins:

Administrative bulletins shall be developed at the direction of and be approved by the director of the Division of Licensing Programs. Any staff that determines a need may make a recommendation through normal reporting channels.

002-4.3 Access and Maintenance:

1. Central office staff shall distribute administrative bulletins to all staff affected by any changes to established procedures.
2. Managers and administrators shall review the administrative bulletin with staff at the next scheduled staff meeting or sooner if necessary.
3. Recipients shall maintain bulletins in the DOLP Standard Operating Procedures Manual at the back of the standard operating procedure to which it applies.
4. Recipients shall place the bulletin at the front of the manual if it relates to a matter which has yet to be addressed in a standard operating procedure.
5. The procedure specialist for the Division shall maintain the current version of the DOLP Standard Operating Procedures Manual, including each administrative bulletin, electronically on the VDSS local agency site.

002-5.0 AUTHORITY

22 VAC 40-80-30

002-6.0 RESPONSIBILITY

This standard operating procedure applies to every employee in the Division of Licensing Programs. The division director – along with all managers and administrators – shall ensure compliance by division employees with all aspects of this standard operating procedure.

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002-7.0 INTERPRETATION

The director of the Division of Licensing Programs shall be responsible for interpreting or granting any exceptions to this standard operating procedure.

002-8.0 SUPERSEDES: SOP-002, effective November 2001

002-9.0 EFFECTIVE DATE: May 20, 2005

002-10.0 REVIEW DATE: Two years from the effective date.

Reviewed and Approved by:

Carolynne H. Stevens, Director
Division of Licensing Programs

Date: May 12, 2005

Attachment A
DIVISION OF LICENSING PROGRAMS

ADMINISTRATIVE BULLETIN

BULLETIN #: _____ ISSUE DATE: _____ SOP#: _____

SUBJECT: _____

Division Director
Licensing Programs

Date

Administrative Bulletins shall be reviewed immediately and placed in the appropriate section of the DOLP Standard Operating Procedures Manual pursuant to SOP-002, section 4.3.